

<p>2003-2004</p> <p>SAMPLE MEDIA RELEASE</p> <p>for</p> <p>FREE MILK in the</p> <p>SPECIAL MILK PROGRAM</p>	<p>On (insert date): _____</p> <p>This public release was/will be sent to (enter names of news media outlets and major employers contemplating layoffs):</p> <p>_____</p> <p>_____</p>
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(Enter district or agency name) today announced its policy for providing free milk for children served under the Special Milk Program. Each school and/or the central office has a copy of the policy, which may be reviewed by any interested party.

The household size and income criteria identified below will be used to determine eligibility for free milk. Children from households whose income is at or below the levels shown are eligible for free milk. Children receiving Food Stamp, California Work Opportunity and Responsibility to Kids (CalWORKs), Kinship Guardianship Assistance Payments (KinGAP), or Food Distribution Program on Indian Reservations (FDPIR) benefits, are automatically eligible regardless of the income of the household in which they reside. Eligibility for a foster child is based on the child's "Personal Use" income.

FREE MILK ELIGIBILITY SCALE			
HOUSEHOLD SIZE	YEAR	MONTH	WEEK
1*	\$ 11,674	\$ 973	\$ 225
2	\$ 15,756	\$ 1,313	\$ 303
3	\$ 19,838	\$ 1,654	\$ 382
4	\$ 23,920	\$ 1,994	\$ 460
5	\$ 28,002	\$ 2,334	\$ 539
6	\$ 32,084	\$ 2,674	\$ 617
7	\$ 36,166	\$ 3,014	\$ 696
8	\$ 40,248	\$ 3,354	\$ 774
For <u>each</u> family member, <i>add</i> :			
	+\$ 4,082	+\$ 341	+\$ 79

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Sample Media Release for Special Milk Program

(continued)

Application forms are being distributed to all households with a letter informing households of the availability of free milk for their children. Applications are also available the principal's office in each school. To apply for free milk, households must complete the application and return it to the school. Applications may be submitted at any time during the school year. The information households provide on the application will be used to determine free milk eligibility and may be verified at any time during the school year by school or program officials.

Requirements for school officials to determine eligibility for free milk benefits are as follows: For households receiving Food Stamp, CalWORKs, KinGAP, or FDPIR benefits – applications need only include the enrolled child(ren)'s name, Food Stamp, CalWORKs, KinGAP, or FDPIR case number, and the signature of an adult household member. For households who do not list a Food Stamp, CalWORKs, KinGAP, or FDPIR case number, the application must include the names of all household members, the amount and source of the income received by each household member, and the signature and corresponding social security number of an adult household member; if the household member who signs the application does not have a social security number, the household member must indicate that a social security number is not available.

Under the provisions of the free milk policy, the determining official(s), as designated by the sponsor/agency, shall review applications and determine eligibility. Parents or guardians dissatisfied with the eligibility ruling may discuss the decision with the determining official on an informal basis. Parents may also make a formal request for an appeal hearing of the decision, and may do so orally or in writing with the sponsor/agency's hearing official. Parents or guardians should contact their child(ren)'s school(s) for specific information regarding the name of the determining official and/or hearing official for a specific school, agency, or district.

Households that list a Food Stamp, CalWORKs, KinGAP, or FDPIR case number must report when the household no longer receives these benefits. Households approved for benefits based on income information must report increases in household income of over \$50 per month or \$600 per year and decreases in household size. Also, if a household member becomes unemployed or if the household size increases, the household should contact the school. Such changes may make the children of the household eligible for benefits if the household's income falls at or below the levels shown above.

Sponsors/Agencies that use direct certification should add the following paragraph to their public release:

Households that receive Food Stamp, CalWORKs, KinGAP, or FDPIR benefits may not have to complete an *Application for Free or Reduced-Price Meals or Free Milk*. School officials will determine eligibility for free milk based on documentation obtained directly from the Food Stamp, CalWORKs, KinGAP, or FDPIR office that a child is a member of a household currently receiving Food Stamp or FDPIR benefits or an assistance unit receiving CalWORKs or KinGAP benefits. School officials will notify households of their eligibility, but those who do not want their child(ren) to receive free milk must contact the school. Food Stamp, CalWORKs, KinGAP, and FDPIR households should complete an application if they are not notified of their eligibility by (insert date)_____.